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UNITED STATES GOVERNMENT

*Adm. 2.2*

## Memorandum

TO : Saturday Duty Officers

DATE: 17 February 1972

FROM : Executive Officer, DD/S&T

SUBJECT: Cost Reduction in Duty Watches

The DCI's Memorandum to All Employees on 26 January noted that 555 suggestions or inventions were developed by Agency employees during FY 71, and urged continued effort toward further savings and improved performance.

Please consider your need for secretarial assistance for duty watches carefully in the context of the policy indicated in the attached memo to the Executive Director-Comptroller.

The Directorate Duty Officers Handbook, available to Duty Officers from the Registry, contains all the information normally required during Saturday morning duty hours.

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DD/S&T 521-72

17 February 1972


MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Cost Reduction in Duty Watches

1. This Directorate and several of the offices maintain duty coverage with a senior officer and secretary on Saturday mornings. It has been our experience that there is rarely any need for secretarial assistance associated with the duty activity since it consists largely of reviewing cables.

2. I have urged the DD/S&T Duty Officers and the Office Directors to consider in advance whether or not they have work other than the duty function which would justify the overtime cost for secretarial assistance. I am confident that our overtime for this activity will be reduced substantially.

3. I believe that a consideration of this departure from our traditional practices in this stringent period by other Agency components might produce additional savings.

  
Carl E. Duckett  
Deputy Director  
for  
Science and Technology

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